

Electronic IRF Tip Sheet & Helpful Reminders

Keyboard Shortcuts:

Function	PC Shortcut	Mac Shortcut
Copy	CTRL + C	Command + C
Paste	CTRL + V	Command + V
Undo	CTRL + Z	Command + Z
Redo	CTRL + Y	Command + Y
Add a line space	ALT + ENTER	CTRL + Option + Return

Remember to double-click!

- ❖ Remember to double-click the box before entering new comments so you do not lose what is already there.
- ❖ If you accidentally type over your comments, stop immediately and “UNDO” (see Keyboard Shortcuts above).
- ❖ Copying and pasting from Word will work – as long as you double-click first!

The character limit is a guide.

- ❖ If you exceed the character limit, you will receive a warning message at the very bottom – but it’s okay!
- ❖ You will not lose information if you exceed it.
- ❖ Although you cannot insert new rows, they can be expanded so you can read your comments easily.

Spell Check is not functional.

- ❖ Please review your comments carefully and/or prepare them separately in Word.

Use the recommended Naming Convention.

- ❖ **Legal Applicant Name_Application ID_Reviewer Name_Panel Number_IRF Version_Date**
- ❖ Please only use dashes in the date! For example: 2-5-15

Save early and often!

- ❖ As a general rule of thumb, it’s always recommended to save your document as you complete it. Better to save early and often, then run the risk of accidentally losing your hard work!